

Affirmative Procurement Exemption Justification Form

NOTE: This form or a site-specific version must be completed for all purchases of Buy Recycled items where the required recycled content was not obtained AND the total cost is above the micropurchase level of \$2,500.

Site:

Requisition/Purchase Order Number:

Product Category:

☐ Construction ☐ Landscaping ☐ Nonpaper office ☐ Paper & Paper Products
☐ Park and Recreation ☐ Transportation ☐ Vehicular ☐ Miscellaneous

Item Name:

Quantity:

Quantity Unit:

Purchase Price (unit):

Purchase Price (total):

Item with recovered content was not procured because (select all that apply):

- ☐ Item is not available competitively within a reasonable period of time
☐ Item is not available at a reasonable price
☐ Item is not available within the performance requirements

Written justification and supporting documentation for not procuring item with recovered content (furnish succinct details regarding the unavailability, untimely availability, unacceptable performance, or unreasonable price justifying purchase of a product without the EPA-recommended recovered material content):

Name of person preparing justification:

Title of person preparing justification:

Signature of person preparing justification:

Date:

Signature of Approving Official (GAA, etc.):

Date:

Name of Approving Official:

Title:

**Procedure for Preparing and Submitting the Affirmative Procurement
Exemption Justification Form Via the Web Site**

This form should be completed for all purchases of ABuy Recycled® items where the required recycled content was not obtained AND the total cost is above the micropurchase level of \$2,500.

When completing the form, provide both the quantity of the item and the quantity unit, if appropriate. For example, if 20 boxes of paper were purchased, enter A20" for the quantity and Aboxes≡ for the quantity unit. Cost information should be provided for the unit purchase price (i.e., price per box of paper) and for the total price of the purchase.

After completing the form, obtain the required signatures and maintain the completed form at the site. Copies of all these forms for a given Fiscal Year would be submitted once a year, coinciding with the annual RCRA/E.O. 13101 reporting period.

Please note that an online form submission process will be implemented on the EO 13101 Web site for FY 2001.